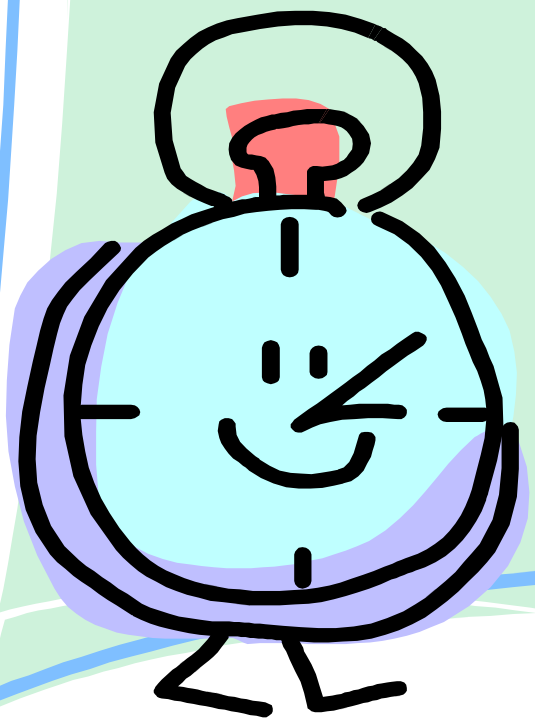
Getting Started with Kronos

A Guide for Non-Facility Managers



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Overview of Kronos iSeries Manager

Kronos iSeries Manager is a web-based application that allows you to effectively and easily manage your employee's time records in a "one-click" environment. You will be able to review, edit, approve and reject employee time records as well as create, view and print reports. Additionally, you will be able to easily see current accrual information on your employees. Your payroll contact will also be able to review, edit, reject and approve the records.

This document provides you with features and most common tasks you will use with the Manager Module.

The options and features available to you depend on what has been selected by your management and system administrator. The display is customized according to DHHS business needs, attendance policies and your access profiles.

Using a Browser

The user interface for Kronos iSeries Timekeeper contains its own controls for navigation, links, menu lists, and so on, but standard browser controls are also available.

The following browser controls are commonly used with the Employee module.

1. **URL Address combo box** displays the URL if the currently active Kronos iSeries Employee HMTL client component.
2. **Favorites** allow you to add the Kronos iSeries Employee client URL to your browser's Favorites list. However, page 6 will give you instructions on how to launch Kronos from your applications list for timecard entry, manager functions & also basic Kronos information.
3. **Back and Forward buttons** allow you to return to pages that you accessed previously during the current session. You lose any unsaved edits. However, Kronos has its own set of controls for navigating forward and backward.
4. **Refresh (reload) button** reloads the Kronos iSeries Employee HTML client. You lose any edits made since the last time that you saved information.
5. **Stop button** interrupts the loading of pages.
6. **Print button** prints the information currently shown on the Kronos iSeries Employee client workspace.

Using Online Help

The Employee component includes online Help. This Help function is very limited. Select the Help link located in the upper-right corner of the workspace header. A new browser window will open containing the help file for the system.

Note: Selecting Help from the browser's menu bar invokes online help for the browser, not for Kronos Employee.

After the online Help opens, you can navigate it by:

- Selecting a topic from the left side of the display
- Clicking a linked word
- Selecting a topic from the Related Topics list
- Selecting the Index view and clicking an entry

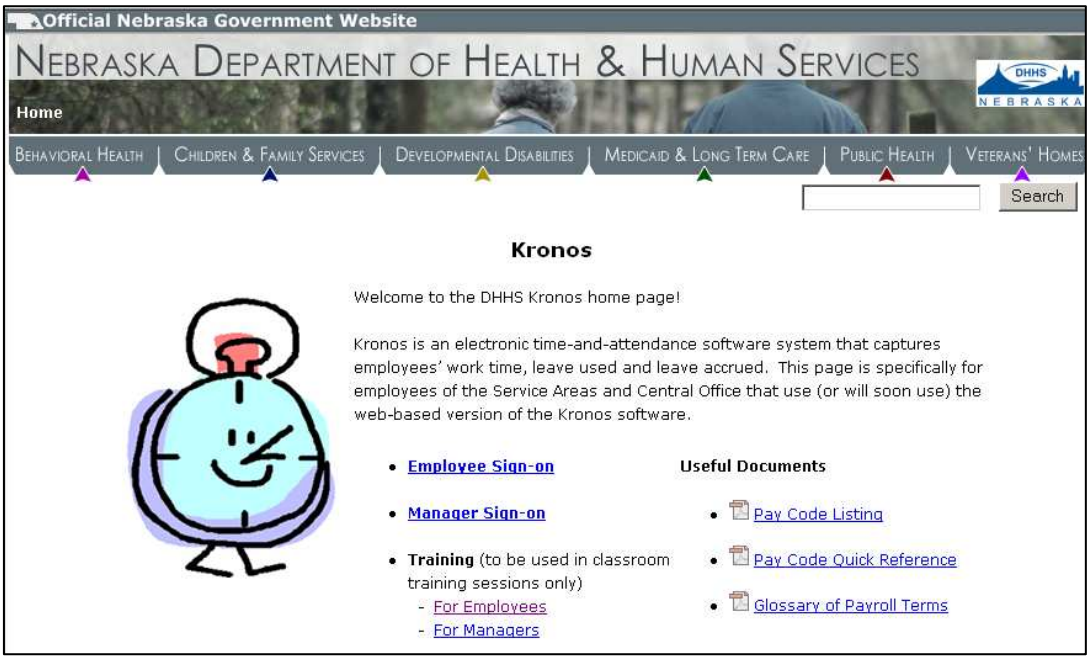
Logging Into Kronos

1. Starting Kronos is as simple as selecting the **Start** menu and selecting Kronos from your **All Programs** list.

If you are not in your office, you can access Kronos from any computer with internet access by typing the following web address: www.dhhs.ne.gov/kronos

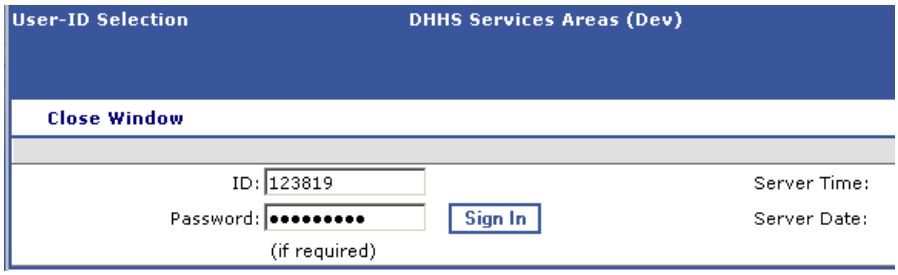
Note: The plan is to have Kronos as an icon on your desktop so you will not have to always go to the **Start** menu.

Result: The DHHS Kronos home page will display.



2. **Select Manager Sign-on**

Result: A User ID Selection Screen will display.



3. Type your ID (this will be your Employee ID NIS number).
4. Type your PIN.

Note: The first time you sign in to Kronos, your PIN will default to your NIS number. You can change your PIN at any time.

5. Click **Sign In** (or press Enter on your keyboard).

Result: The ***Hours Summary Genie View*** is displayed.

Time Limit

Once you have signed on, the system monitors your session for activity. If after 30 minutes, Kronos detects no activity, such as saving data or navigating to another program, the system logs you off automatically. After this "time out," the system will return you to the logon screen when you next attempt an operation. You will lose any unsaved data.

Changing Your PIN (password)

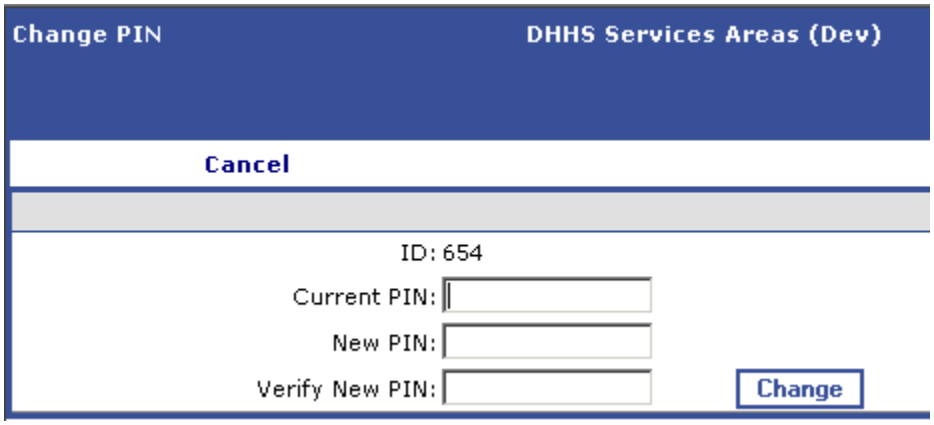
You can change your PIN at any time by clicking the Change PIN link at the top of the Kronos navigation bar.

When the Change PIN dialog box opens, your user ID appears automatically.

Note: For security reasons, the Change PIN box will open automatically when you first log on to Manager. You must select your PIN before using Manager. PINS are 6-10 characters, can be numeric (or) alpha/numeric. Some symbols will work. **Passwords will expire every 90 days which is consistent with NIS. Kronos will give warnings starting 1 week before the PIN expires. If the PIN has expired, Kronos will require you to pick a new PIN. Any time the Change PIN option is selected, this will start a new 90-day time frame.**

To change your PIN:

1. Enter your current PIN.
2. Enter your new PIN in the New PIN field.
3. Confirm your new PIN in the Verify New PIN field.
4. Click **Change**.
   Result: Your New PIN has been set.

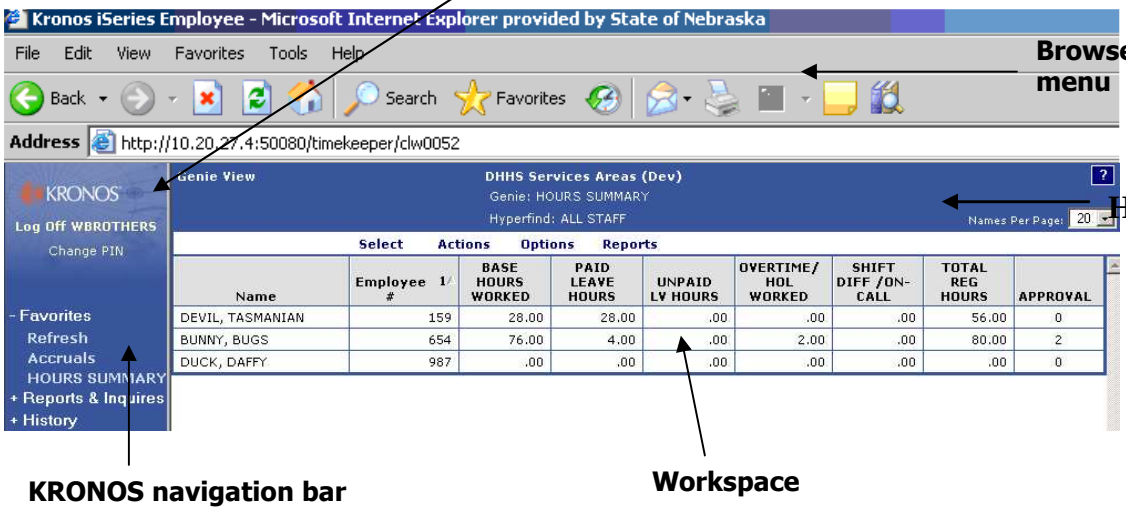


Understanding the Display

The Kronos window consists of three sections.

- Browser toolbar, menu, and address bar - all across the top
- Kronos navigation bar - along the left side
- Workspace - main area in which all tasks are performed

The Kronos **navigation bar** contains a **LOG OFF** option in addition to other views, reports and history information.



Within the workspace is information that contains:

- Name of the Genie (customized view) you are viewing
- List of your staff and the break down of their hours (base vs. leave)
- Number of Names per Page
- Link to the online Help
- System messages, such as error messages or approval notices

The workspace also includes such controls as drop-down lists, buttons, and cells for entering information.

Genie Views

Genies are customized views that have been created for the most common views you would use in Kronos.

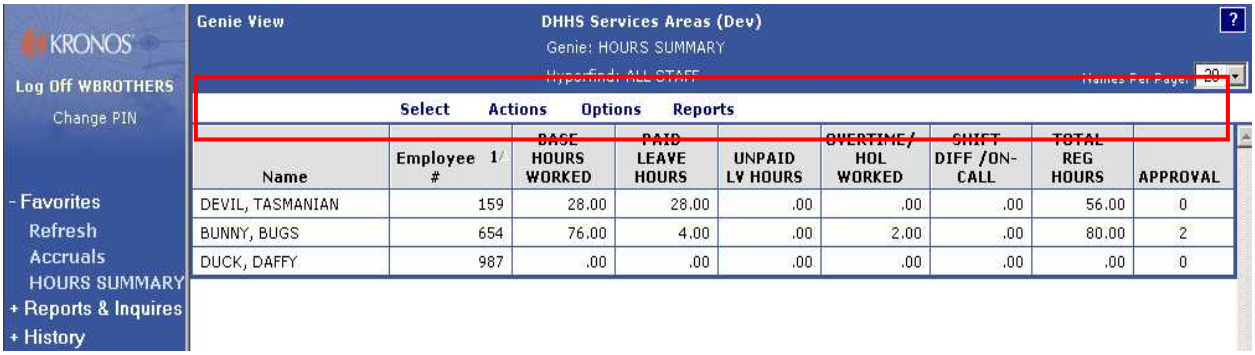
All these views are sorted alphabetically by default. However, these sort options can be changed on each of the genie views by simply clicking on a column heading. The view will change based on the heading you selected.

Hours Summary View

The Hours Summary View displays by default for managers. This view displays a list of all staff you have access to based on your Security Profile. This list is alphabetical.

If a supervisor/manager is going to be assigned to temporarily supervise a group of staff (example: position vacancy, extended medical leave, etc.), HR will give the manager access to the employees they need to temporarily approve time for. The assignment will need to be a lateral position or higher.

The approval process for staff time records will typically be done from this view.



Name: Shows the name of the employee the detail on this line applies to

Employee Number: Shows the employee ID number (NIS number).

Base Hours Worked: Shows the number of base hours worked by the employee in this pay period.

Paid Leave Hours: Shows the number of paid leave hours taken by the employee in this pay period such as VAC, SICK, BLE, etc.

Unpaid LV Hours: Shows the number of unpaid leave hours the employee is taking in this pay period such as LWOP or FMLA.

Overtime/Holiday Worked: Shows the total number of overtime/holiday hours worked by the employee in this pay period that are being paid at time and one-half.

Shift Diff/On Call: Shows the number of shift differential/on call hours worked by the employee in this pay period.

Total Reg Hours: Shows the total number of base hours worked, paid leave hours and unpaid leave hours. **THIS TOTAL SHOULD EQUAL 80 HOURS for full-time employees. If this total is more than 80 – leave used needs to be adjusted somewhere.**

Approval: Shows the level of approval for the time record(s) - (0=unapproved; 1=Employee approved; 2=Supervisor/Manager approved; 3=HR approved.

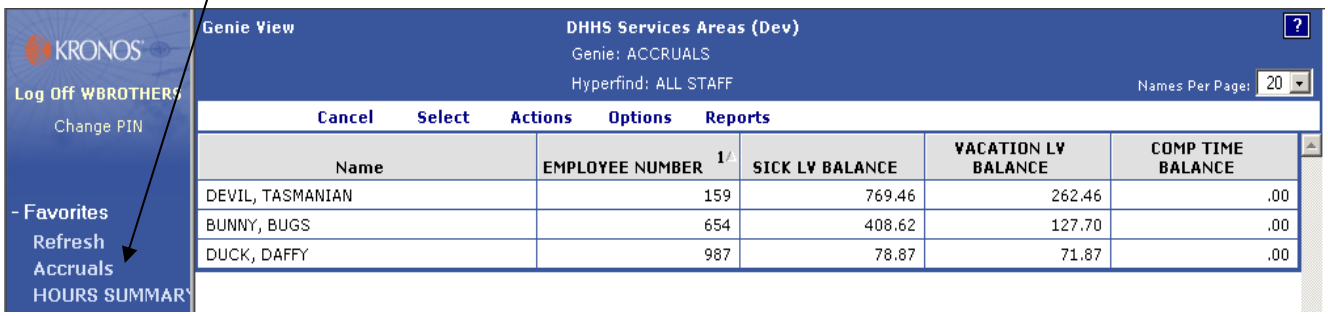
Accruals View List (all staff)

This view displays a list of staff and their available accrual balances for sick leave, vacation leave and comp time. These are available balances and do not include time earned during the current pay period - (Carried Forward + Hours Eligible - Hours Taken = Available Balance).

Supervisors/managers should be checking accruals to make sure staff have an adequate balance before approving leave requests.

1. Select **Accruals** from the Navigation bar.

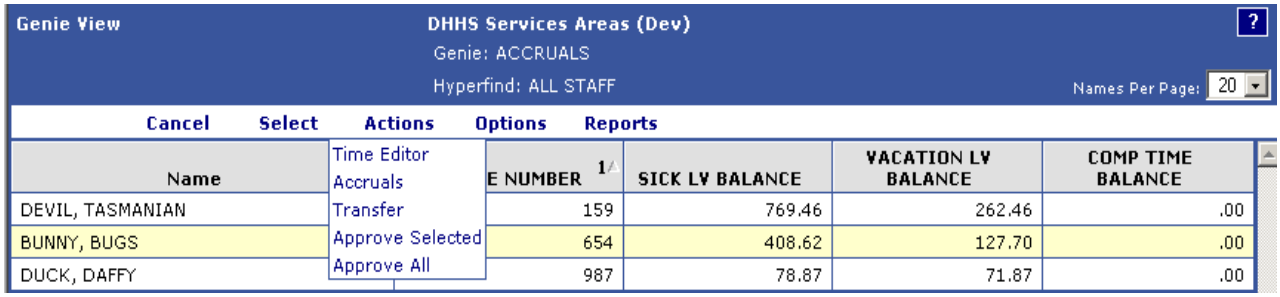
Result: A list of staff and their available balances will display



Accruals View Detail (by employee)

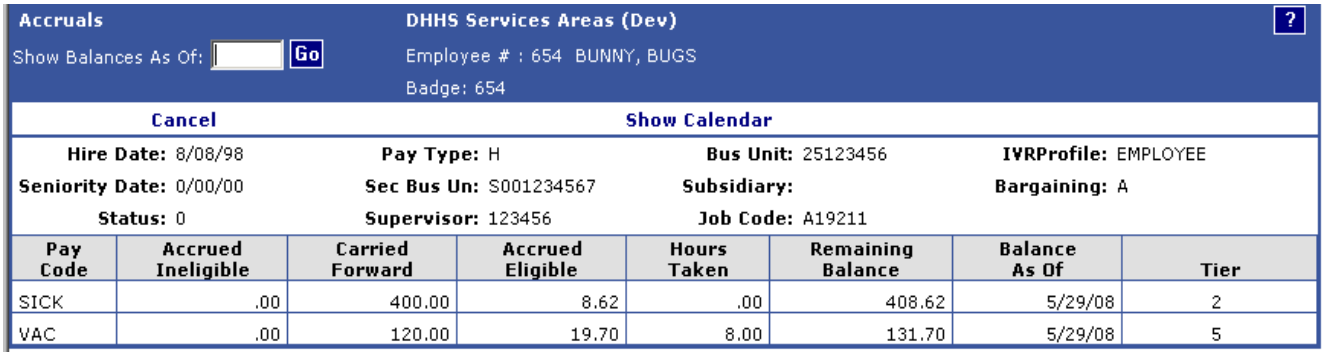
The details of each employee's accrued leave such as the amount carried forward, eligible amount accrued and the hours taken for each pay period can also be viewed using the following instruction.

1. From the Accruals or Hours Summary View, select the employee you want to view details for. (This example is from the Accruals View).
2. Select the **Actions Menu**, select **Accruals**



Result: Details of accruals earned and taken will appear. Each pay code (SICK, VAC & COMP) will appear on a separate line. This is the same information that the employees see in their Accruals View.

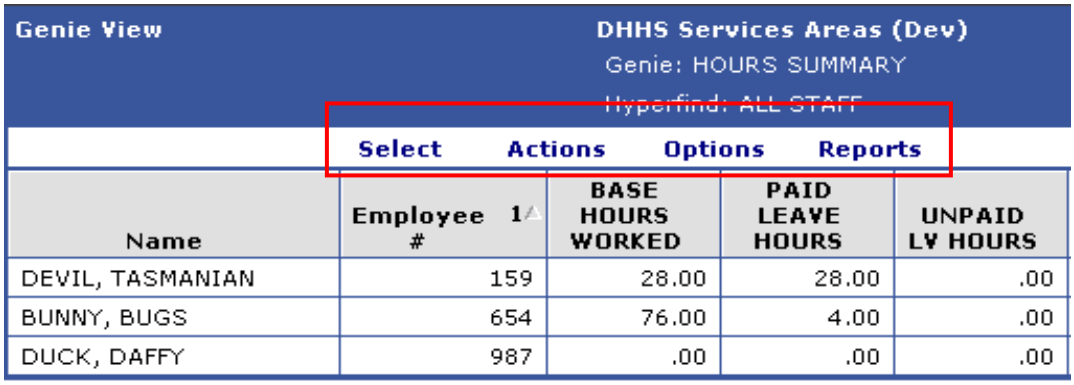
Note: The header will include such information as Hire Date, Supervisor, Job Code, etc.



3. Selecting **Cancel** will return you to the *All Staff Accruals* view (or) the *Hours Summary* view depending on where you started from.

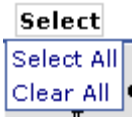
Genie View Functions

These functions will display on each of the three genie views – Hours Summary View, Accruals View List and Accruals View Detail.



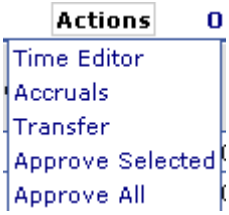
Select

Provides options to Select All (highlight) or Clear All employees



Actions

Provides a selection of actions you can perform (Time Editor - takes you to the time card for selected employee(s), Accruals - displays a list of earned, used and available balances for selected employee(s), Transfer (not using), Approve Selected - approves only employee(s)records selected, Approve All - approves all employees records without selecting records individually)



Options

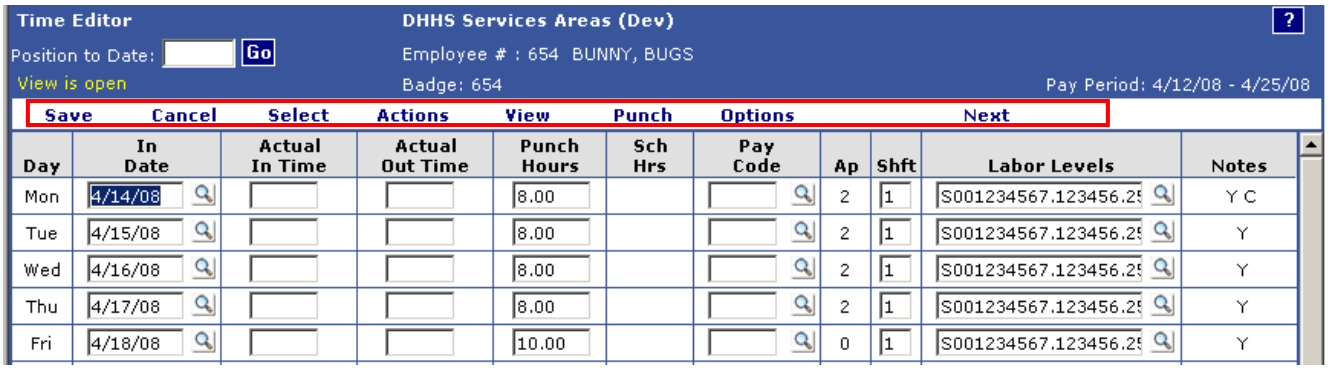
Provides a selection of functions you can perform (Restore (not using), Store (not using), Hyperfind (has been pre-determined by HR, Print)

Reports

Takes you to a Report Queue and displays a listing of reports you have submitted (reports are submitted through a different menu).

TIME EDITOR Function Entries

These functions allow you to perform necessary tasks related to reviewing and approving your employee(s) time card(s).



Save

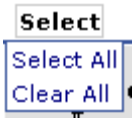
Saves data entered and/or changed

Cancel

Exits the timecard. Data entered or changed that has not been saved will be lost.

Select

Provides options to Select All (highlight) records for bulk operations such as approving or deleting or Clear All records.



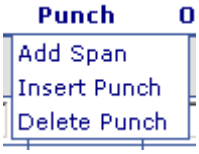
Actions

Provides options to Edit time records, Delete an entire time record, Breakdown is used to see behind the scenes pay codes such as overtime or shift differential on an individual time record, and Approve time records once you have verified the accuracy of the record.

View

Close Timecard/Open Timecard toggles the display. Close Timecard disables the timecard for making changes. Open Timecard enables the timecard for editing. Show Rounded Time/Actual Time (only for employees who clock in/out) toggles the display between the rounded punch times and the actual punch times. If an employee clocks in at 8:07 and out at 11:53 the Actual Time view shows these exact times. The show rounded time will change the clock time to 8:00 and 12:00 However, managers will still be able to see the employee clocked in 7 minutes late and left 7 minutes early. Show Shift Hours/Punch Hours toggles the display between Shift hours and Punch hours (Shift hours are total hours broken down – such as 4 hrs. VAC and 4 hours BAS. Punch hours are total hours for one day).

Punch



Add Span adds a complete time record or transaction such as adding 8 hours of SL for an employee. Insert Punch adds a single In, Out, or Transfer punch and re-aligns punches that follow (only for managers who have employees clocking in and out). Delete Punch deletes a single punch and realigns any punches that follow (only for managers who have employees clocking in and out).

Options

Accruals displays the employee's accrual information. Audit Trail tracks every change made on the employee's time card. It will display who made the change, what the change was and when it was made (date/time). Employee Defaults displays a window showing the default code assignments from the *Employee Master File*. Hours Summary displays a report based on labor levels/pay codes/hours. OT Equalization (not using). Punches displays all punches received from the time clocks or iSeries terminals (only for employees clocking in & out).

Next

Displays the next page of records if there is a next page.

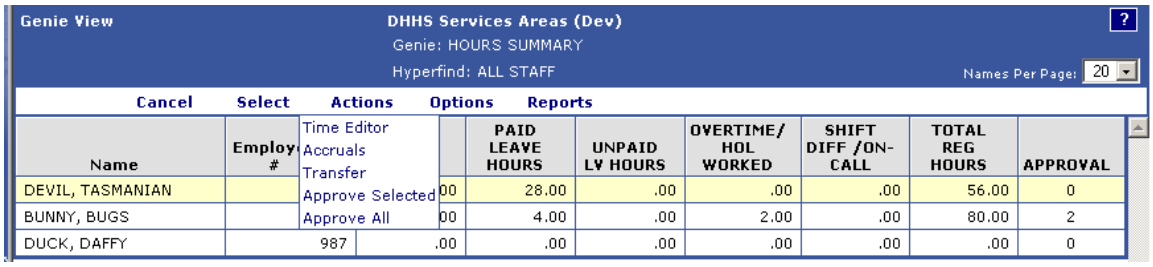
Time Records

Viewing & Verifying an Employee's Time Records

Before approving a staff's time records, it will be necessary to first view and verify the records.

1. From the *Genie* View highlight the staff member to view time records for.

2. Select the **Actions Menu**, Select **Time Editor**.

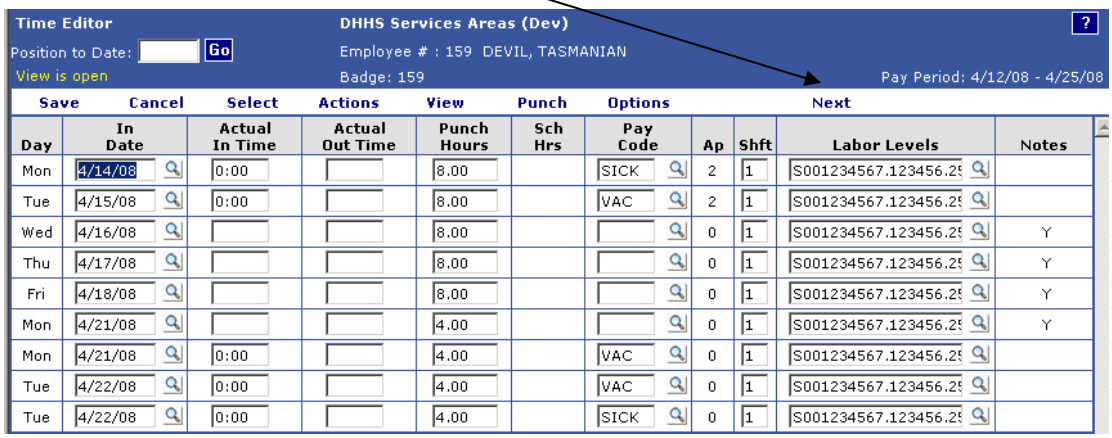


Result: The *Employee Time Card* screen will display

Note: **To view and verify records for all employees,** select all records and then **Actions**, **Time Editor**. This will allow you to navigate through all your employee time cards.

Note: If an employee has OT, the Punch Hours will appear in **red** at the point the OT is being calculated. This could typically be on Friday.

Note: Selecting **Next** will display the next page of records for the current time period if there are any additional records.



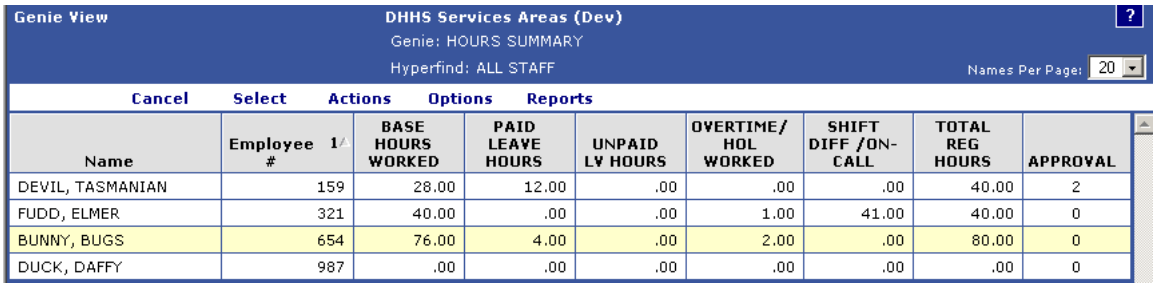
3. If any changes were made, select **Save** to save the changes. Then select **Cancel** to return to the previous window.

Note Selecting **Cancel** will return you to the *Genie View* without saving.

Viewing Time Record Comments

Functionality is available for employees to add comments to their time records. Example: documenting why overtime was worked, if they are requesting COMP TIME OR PAID TIME for OT, reason for sick leave etc.

1. From the *Genie View*, double-click on the employee's name.

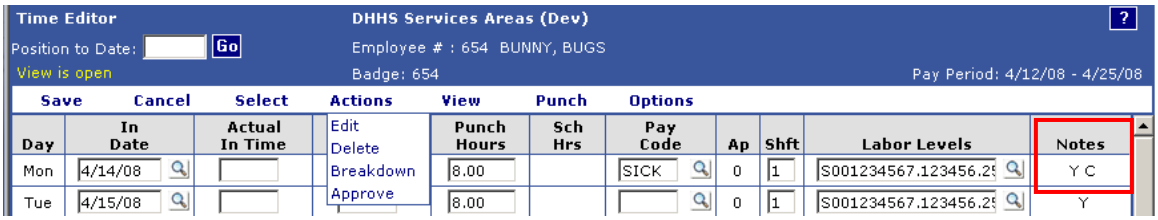


Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
DEVIL, TASMANIAN	159	28.00	12.00	.00	.00	.00	40.00	2
FUDD, ELMER	321	40.00	.00	.00	1.00	41.00	40.00	0
BUNNY, BUGS	654	76.00	4.00	.00	2.00	.00	80.00	0
DUCK, DAFFY	987	.00	.00	.00	.00	.00	.00	0

Result: The *Employee Time Card* screen will display. A letter **C** in the Notes column indicates the employee has added comments to their time record.

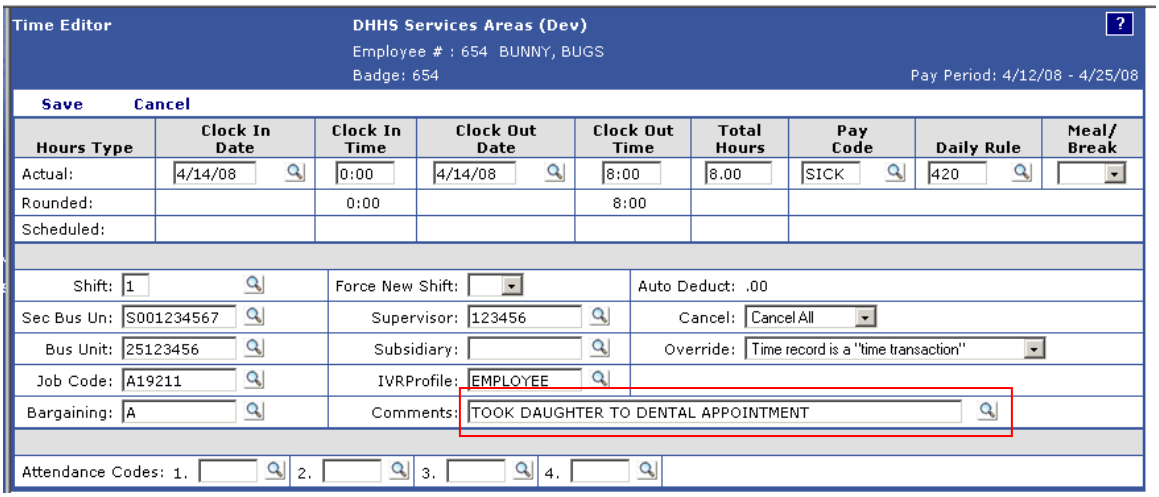
2. Select the time record that has comments added

3. Select the **Actions** Menu, **Edit** option (or) double-click on the applicable time record.



Day	In Date	Actual In Time	Punch Hours	Sch Hrs	Pay Code	Ap	Shft	Labor Levels	Notes
Mon	4/14/08		8.00		SICK	0	1	S001234567.123456.25	Y C
Tue	4/15/08		8.00			0	1	S001234567.123456.25	Y

Result: The *Time Card* screen for that particular date/time record appears with the comments listed.



Hours Type	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Pay Code	Daily Rule	Meal/ Break
Actual:	4/14/08	0:00	4/14/08	8:00	8.00	SICK	420	
Rounded:		0:00		8:00				
Scheduled:								

Shift: 1	Force New Shift:	Auto Deduct: .00
Sec Bus Un: S001234567	Supervisor: 123456	Cancel: Cancel All
Bus Unit: 25123456	Subsidiary:	Override: Time record is a "time transaction"
Job Code: A19211	IVRProfile: EMPLOYEE	
Bargaining: A	Comments: TOOK DAUGHTER TO DENTAL APPOINTMENT	

Attendance Codes: 1. 2. 3. 4.

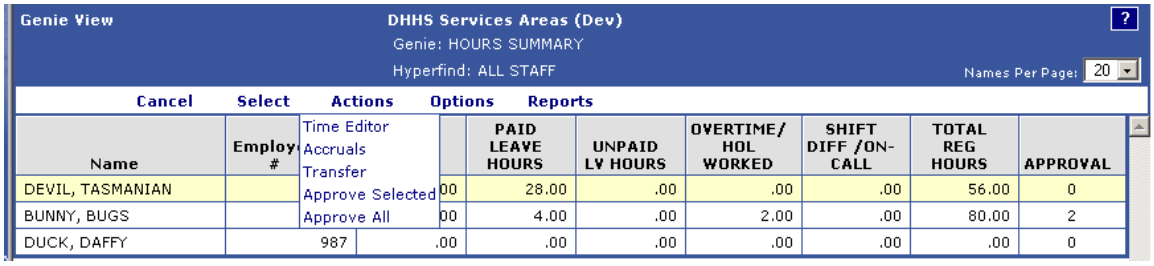
4. Select **Cancel** to exit the screen.

Adding an Employee Time Record

Occasionally it may become necessary to add a time record to an employee's time card. (Example: If an employee is on extended leave due to surgery, the supervisor can add the employee's sick leave since the employee is unavailable to enter their leave.)

1. From the *Genie View* highlight the staff member to view time records for.

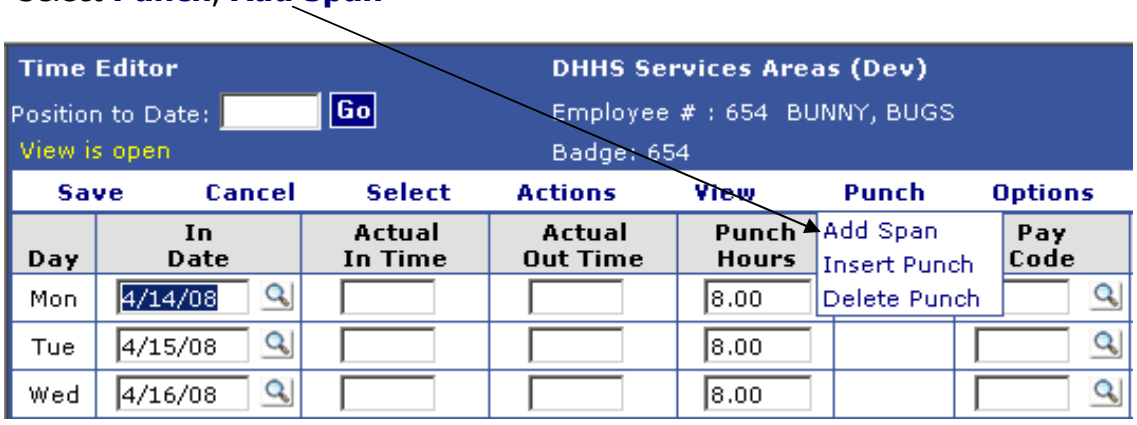
2. Select the **Actions Menu**, Select **Time Editor**.



Result: The *Employee Time Card* screen will display

Note: Double-clicking on an employee will also display the *Employee Time Card* screen.

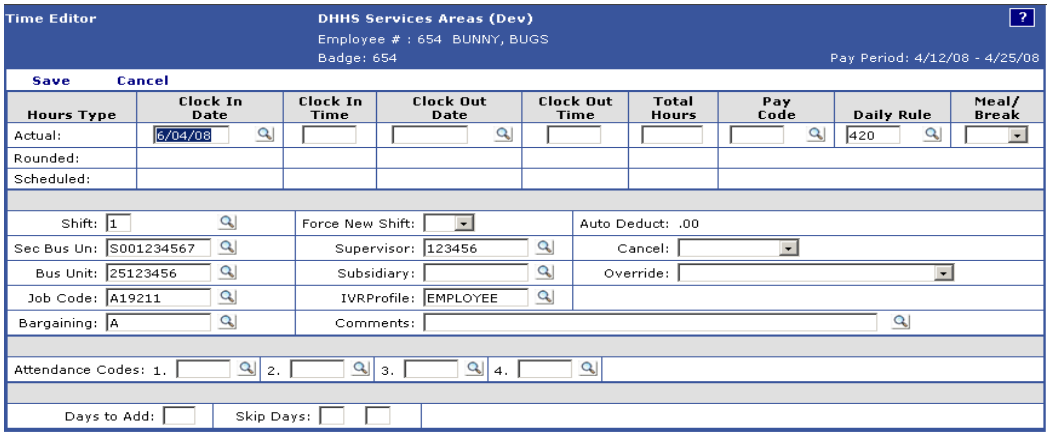
3. Select **Punch**, **Add Span**



Result: The *Add/Change Punch* screen displays.

4. If entering **SICK or VAC**, enter the **Clock In Date (leave date)**, **Total Hours** & **Pay Code.**

If entering **BAS** pay, enter the **Clock In Date (work date), Clock In Time (will always be 0), Clock Out Time (will be whatever number of hours you want Kronos to calculate). Example: Clock In Time is 0 – Clock Out Time is 5. Kronos would calculate 5 hours of BAS pay.**



Note: To create multiple time records, enter the **Clock In Date (work date or leave date)**, **Total Hours** & **Pay Code,** select **Days to Add** and enter the number of days you wish to add. A 2-week pay period would be 14 days.

Note: To skip certain days (such as Saturday & Sunday), enter a 1 to designate Sunday and enter a 7 to designate Saturday.

5. Enter any comments (such as why the manager is adding a time record for the employee).

6. Select **Save or press Enter.**

Result: The *Employee Time Card* screen displays with the added time record.

7. Select **Cancel** to return to the *Genie View.*

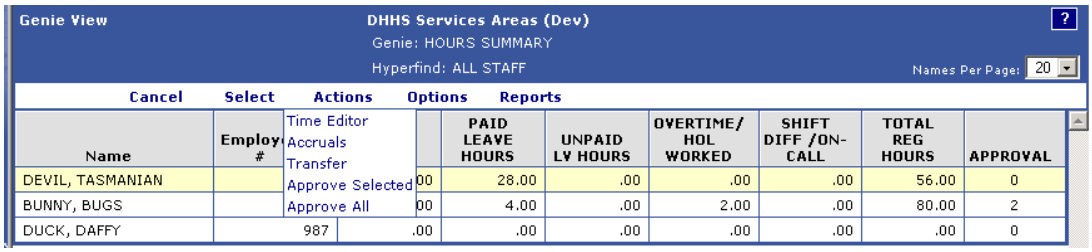
Editing an Employee's Pay Code(s) and/or Hours

Before approving an employee's time records, it might be necessary to edit a time record. (Examples, employee selected VAC for time off and it should have been SICK (or) employee entered 8 hours of BAS time and it should have been 7 hours of BAS and 1 hour of VAC).

A manager can make any changes needed until HR approved the time records. Once HR approves it, the manager will not longer be able to make edits to those records. HR will need to be contacted for corrections.

1. From the *Genie View* highlight the employee to view time records for.

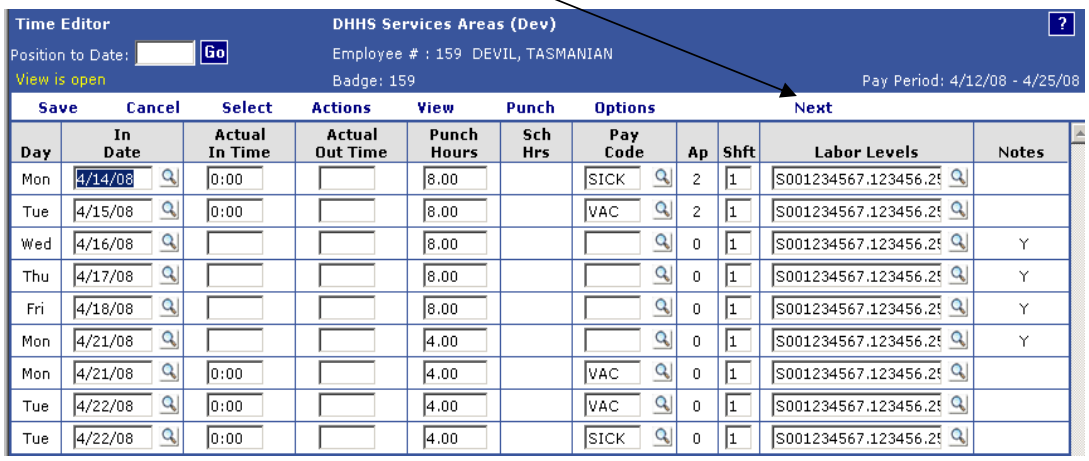
2. Select the **Actions Menu**, Select **Time Editor**.



Result: The *Employee Time Card* screen will display

Note: Double-clicking on an employee will also display the *Employee Time Card* screen.

Note: Selecting **Next** will display the next page of records for the current time period.



3. Type the edit/correction on the appropriate line.

Note: Pay code and hour edits are the only ones that can be made right on this screen.

4. Select **Save** to save the changes.

5. Select **Cancel** to return to the previous window.

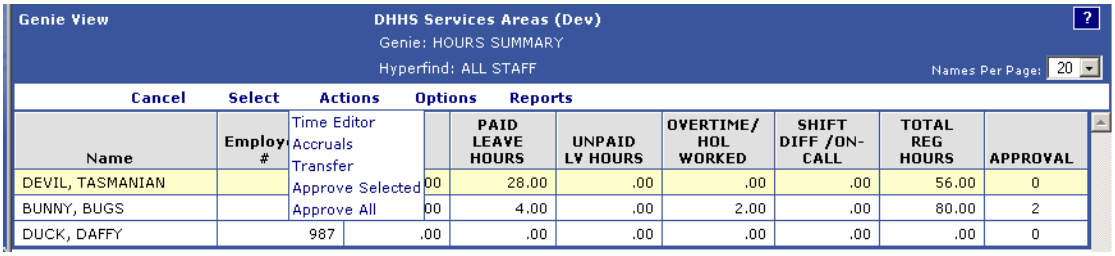
Note Selecting **Cancel** before saving will return you to the *Genie View* without saving your changes.

Deleting a Time Record

The majority of time records will be corrected through the edit process. However, some records may require deleting (Example 1: employee is off due to surgery so the supervisor is entering the employee's sick leave. The supervisor mistakenly enters sick leave Monday thru Saturday instead of Monday thru Friday. The Saturday time record would need to be deleted.) (Example 2: employee entered 8 hours of BAS pay and it should have been 6 hours of BAS pay and 2 hours of SL. It might be cleaner for the system if you delete the entire row and add the correct hours/codes.)

1. From the *Genie View* highlight the staff member to delete time records for.

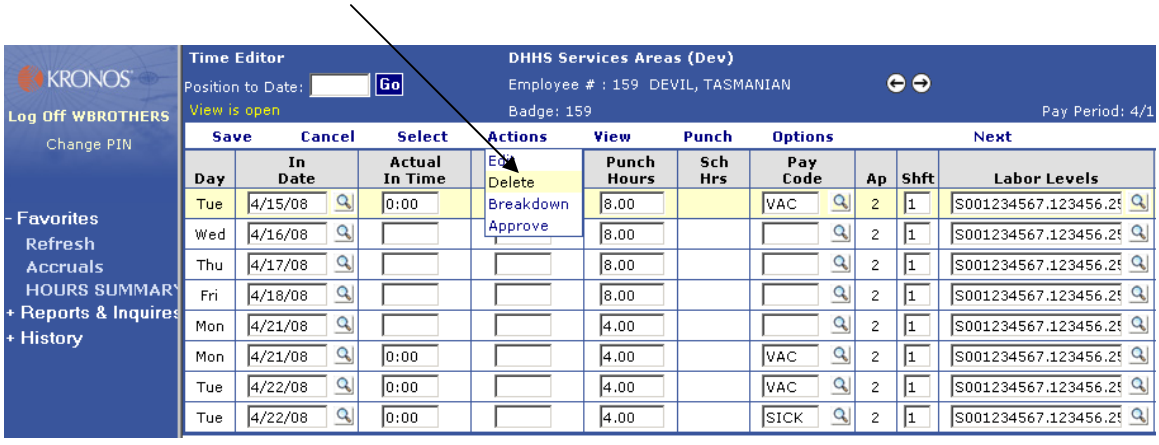
2. Select the **Actions Menu**, Select **Time Editor**.



Result: The *Employee Time Card* screen will display

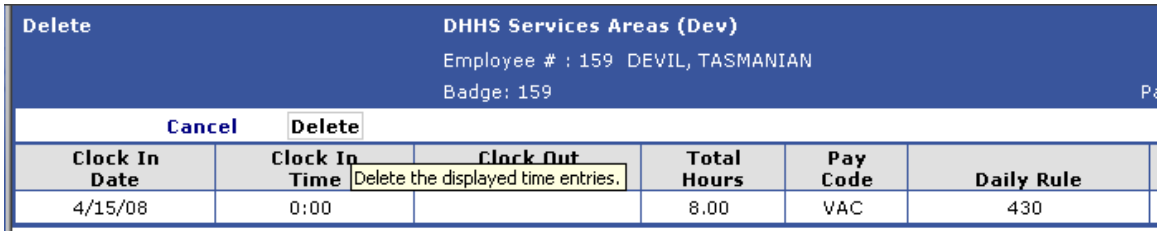
Note: Double-clicking on an employee will also display the *Employee Time Card* screen.

3. Select **Actions**, **Delete**

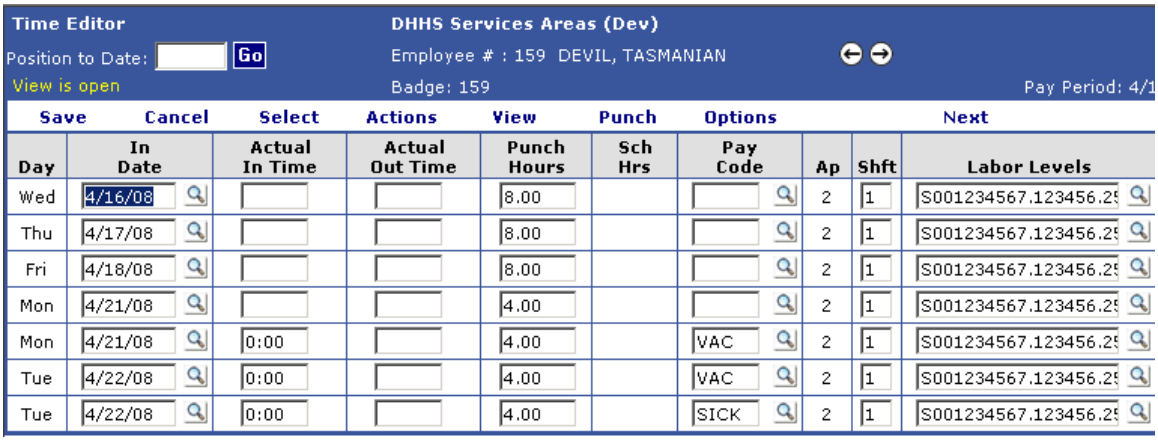


Result: The *Delete Confirmation* screen will display.

4. Select **Delete**



Result: The *Employee Time Card* screen will display with the selected time record deleted. (4/15 date from above is deleted in example below).



Approving Time Records

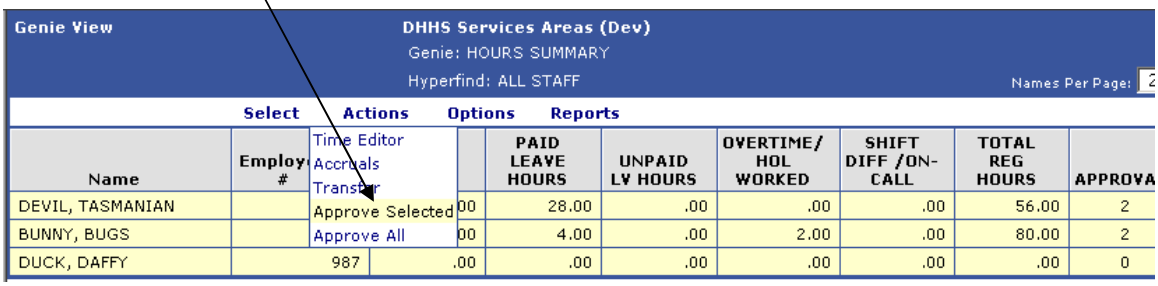
After you have viewed and verified your employee's time records, supervisory approval of the records will be necessary. Once this approval process is complete, HR will also go through an approval process with these time records. From this point, employees will not be able to make changes to their time records.

Supervisor approvals in Kronos are the supervisor's certification that the information is a complete and accurate record of hours worked, programs charged and leave taken by the employee. By clicking the approve button on the Genie view or the Time Editor view, the supervisor electronically signs the selected records just as if he/she placed a personal signature on a paper copy of the employee's time card.

1. From the *Genie View*, single-click **(select) the records(s) to be approved** (or) click on the **Select** Menu, **Select All** option to select all the records.

Note: The selected records will turn yellow in color. This will be a helpful tool to verify you are approving the record(s) you intend to approve. If you select an incorrect record, single-click again to deselect the record.

2. Select **Actions, Approve Selected**



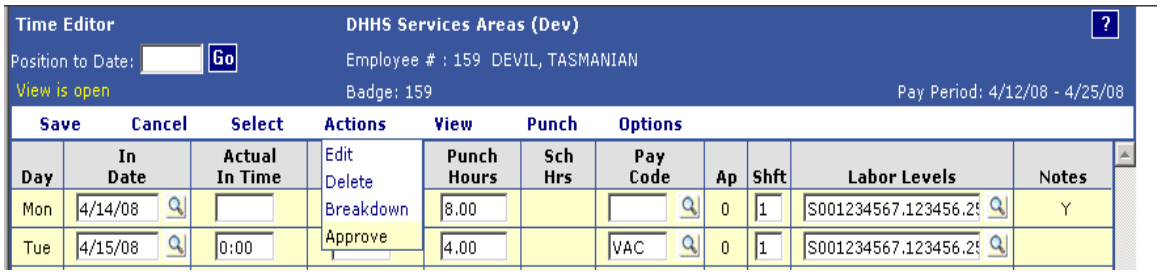
Result: The code in the **APPROVAL** column will change from 1 to 2

Note: The **Approve All** function can be selected to approve all records without selecting individual records.

3. Select **Save**.

4. Selecting **Cancel** will exit the *Genie View* and Save your changes.

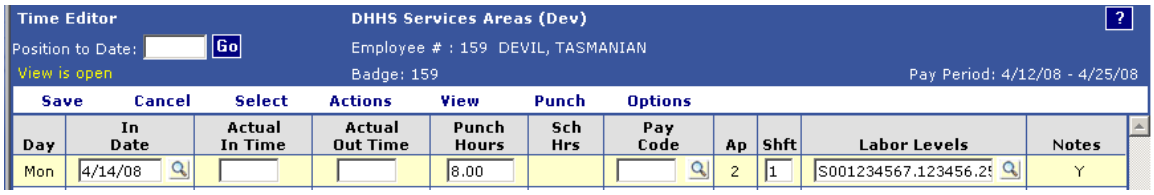
Note: Time records can also be approved from the *Employee Time Card* screen by selecting the appropriate time records, then selecting **Actions**, **Approve**.



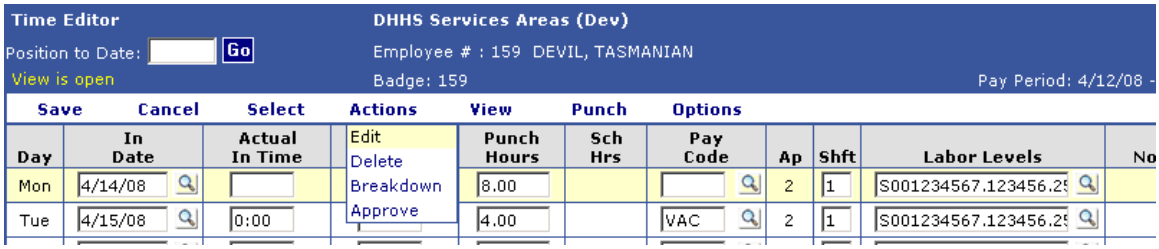
Unapprove Time Records

If you have approved a time record by mistake, you can unapprove it. The approval level is set back to 0. Supervisors/managers cannot unapprove records that have already approved by HR (level 3). Corrections needing to be made after cut-off will need to be coordinated with HR.

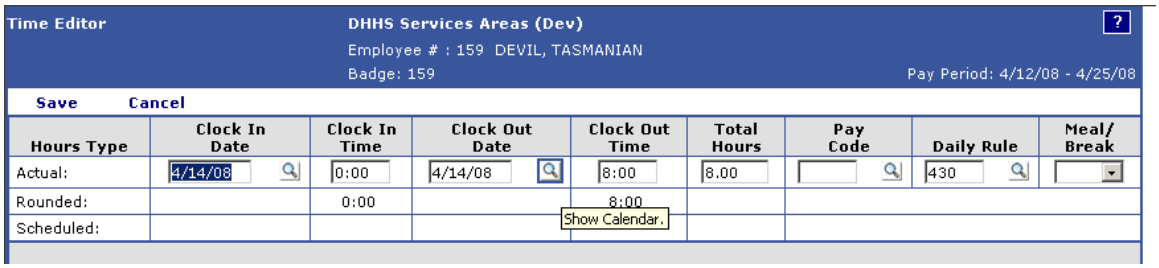
1. From the employee's time record, select the record to unapprove.



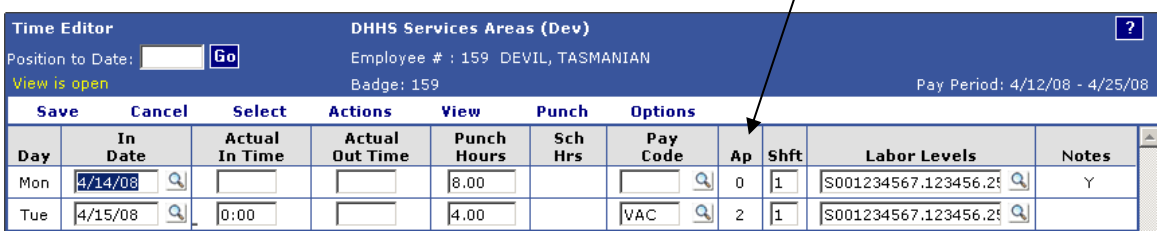
2. Select the **Actions** Menu, **Edit** option (or) double-click on the time record.



3. Select **Save** on the *Detail Time Editor* screen.



Result: The employee's time card will display with the **AP** code set back to 0. The employee can now make corrections if necessary.



4. Selecting **Cancel** will exit the screen.

Reports

Creating & Printing Reports

Managers will be able to produce two different types of reports for their employees. Reports are generated as PDF documents and are available on a Report List to view, save and/or print at any time. When you no longer need the report, you can delete it from your queue.

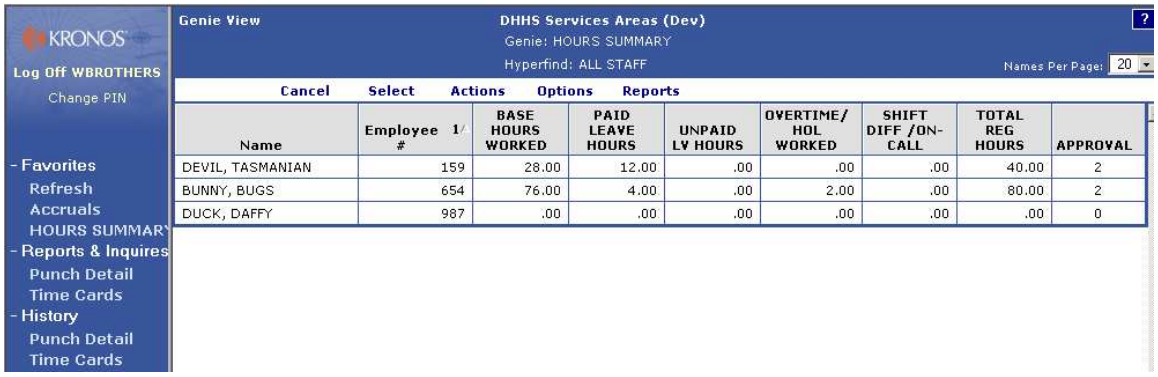
Reports & Inquiries:

Punch Detail Report – creates a list of an employee's daily time records showing hours, pay codes and labor information for each record. You can run this report using the Reports & Inquiries menu to see current and future time records. Or, you can run this report using the History menu to see prior pay period information. This report may be run on a single employee or on a group of employees. It can also be run on all time records or just certain time records. For example, you could run this report on just sick leave used records for an employee. The report would then provide you a listing of the dates the employee used sick leave. This report can be run with a variety of different data selections to provide important information to Managers.

Upon entering this report, Kronos provides an option for **Exceptions Only**. You will not typically be setting exceptions so this default setting should be left as No.

Time Card Report – creates a complete time card for an employee showing the hours, pay codes and labor information for each time record. You can run this report using the Reports & Inquiries menu to see current and future time records. Or, you can run this report using the History menu to see prior pay period information. This report may be run on a single employee or on a group of employees. This report cannot be run on specific types of records like the punch detail report. This report will simply provide you with a time card for the employee(s) and date range(s) you choose.

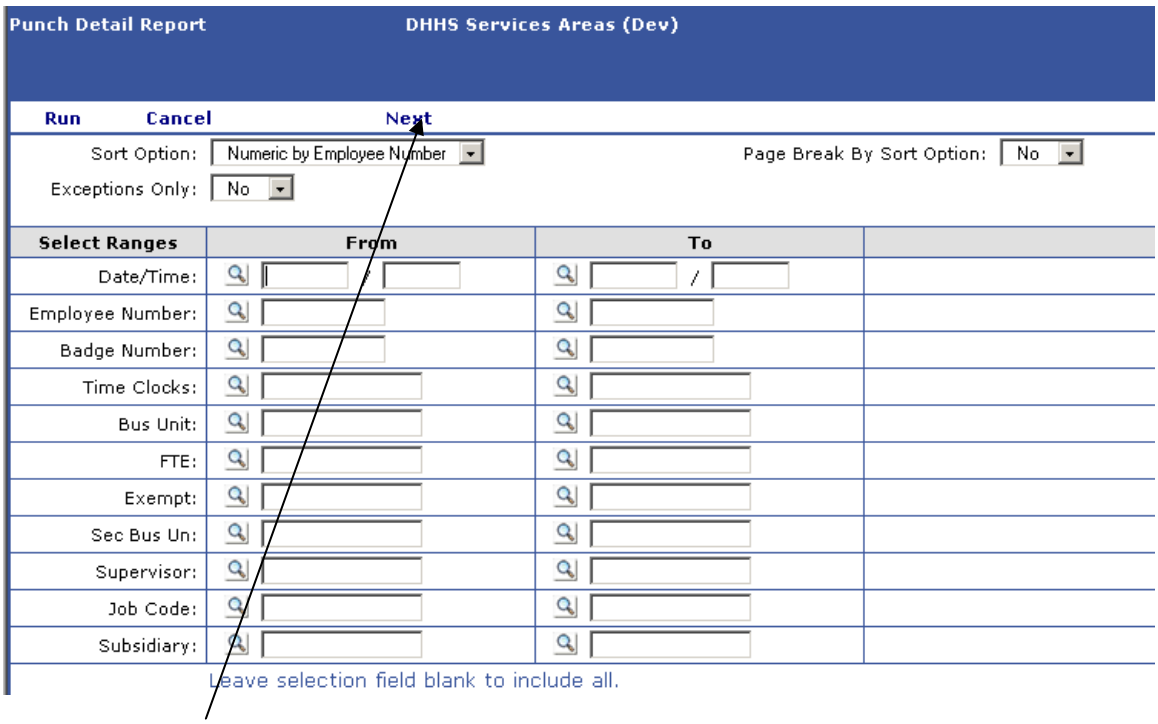
1. Click on either report name from **Report & Inquiries** or **History**



Note: This example is **Report & Inquiries, Punch Detail Report**.

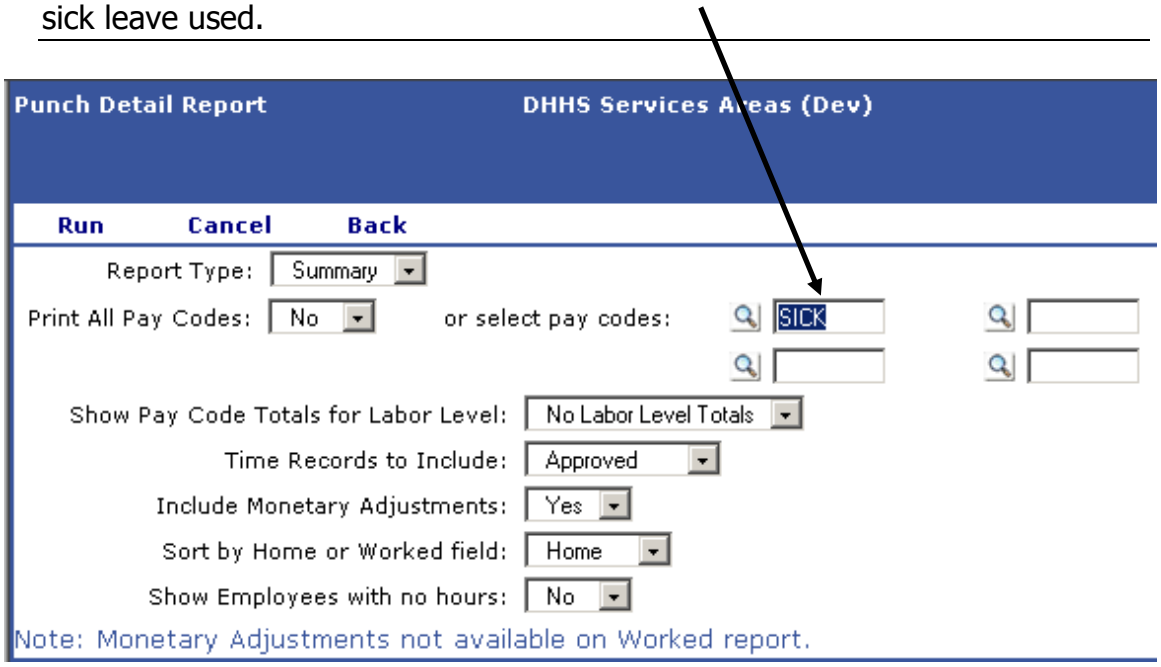
Result: The applicable *Report Name* screen will display. (This example is the *Punch Detail* screen.)

2. Enter any restrictions you may want, or leave the fields blank to include all records. Examples of restrictions would be a specific date/time range or a specific employee



3. Selecting **Next** will display the following page to make additional restrictions if needed. However, these will generally be left blank.

Note: If you are running the Punch Detail Report, and want to run the report on specific pay codes such as vacation or sick leave, you will continue to select **Next** until a final selection screen displays. This final selection screen allows you to run the report on specific pay codes such as vacation or sick leave used.

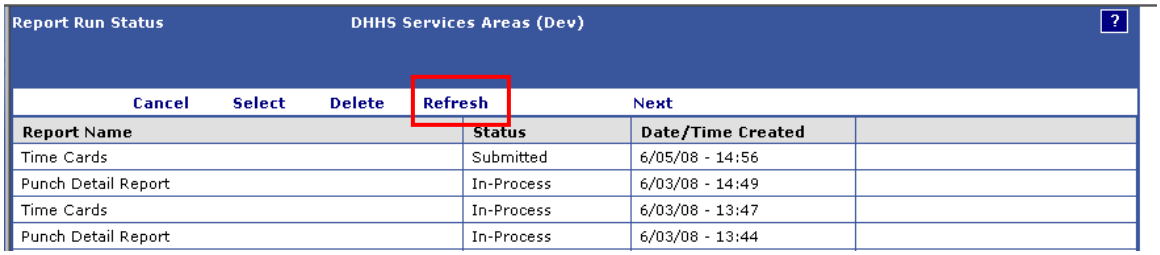


4. Select **Run** to submit the report.

Note: Selecting **Cancel** will exit the window and cancel the report request.

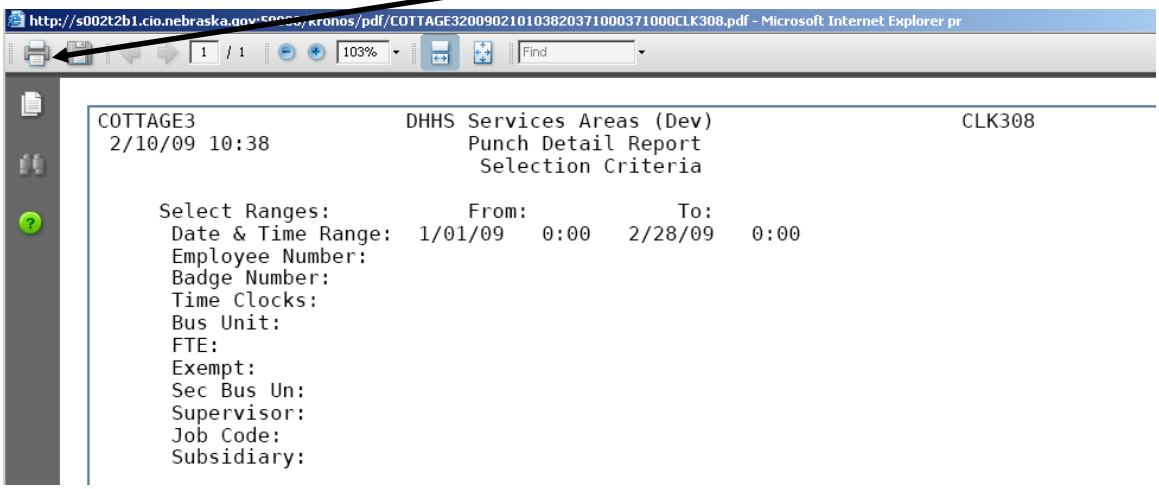
Result: The *Report Run Status* screen will display. Your report should be at the top of the list with a status of submitted.

5. Refresh the screen with the **Refresh** button on the *Report Run Status* screen until the status reads Completed.



6. Double-click the completed report to view it.

7. If you wish to print the report, use the **PRINT** icon on the toolbar.



Printing a Timecard Report

Version 5.2 of KRONOS does not allow employees to print their timecards. If an employee wants a printed version of their timecard, they will need to request it from their manager.

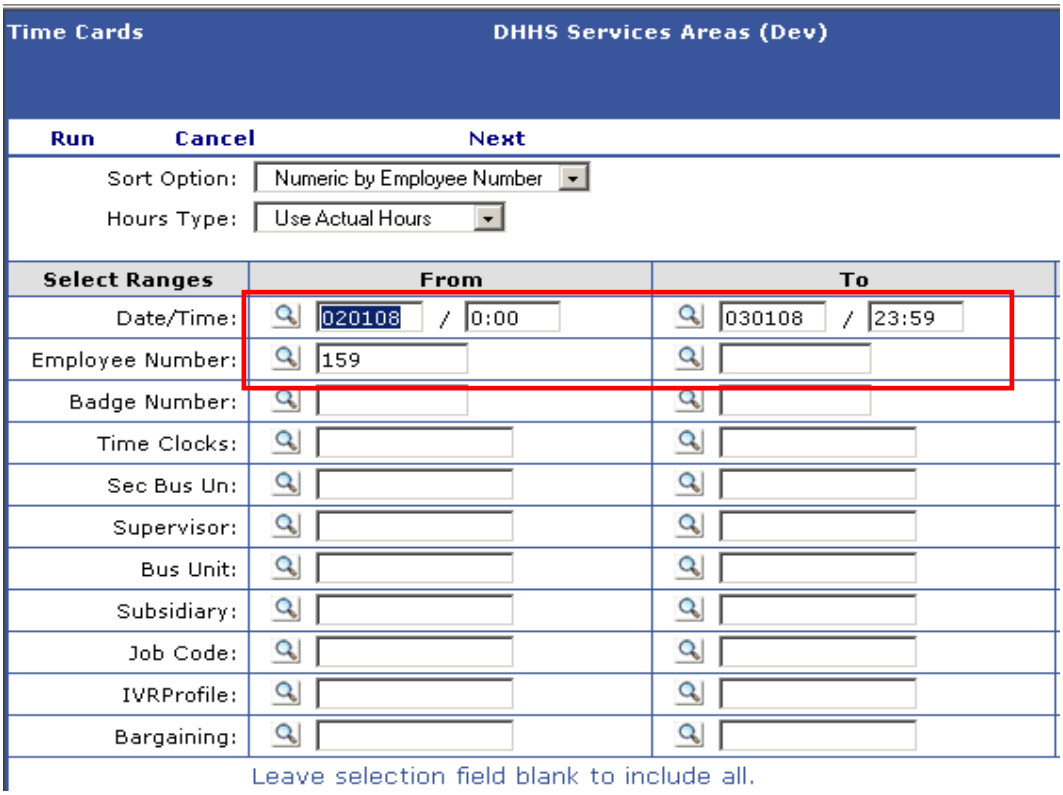
1. Select Time Cards from the Navigation Pane.

Note: Current Time Cards will be created & printed from **Reports & Inquiries**. Historical Time Cards will be created & printed from **History**.

Result: The *Time Cards* screen will display.

2. Enter the applicable **From** and **To** date(s)

3. Type in the Employee Number (or) select it from the Employee List.

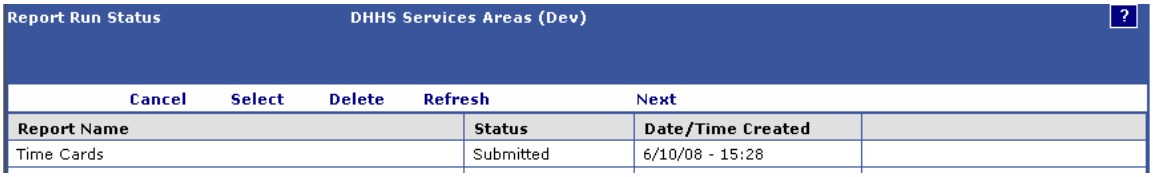


Note: Additional restrictions can be selected if needed. Select **Next** if additional restrictions need to be selected from the next page.

4. Select **Run**.

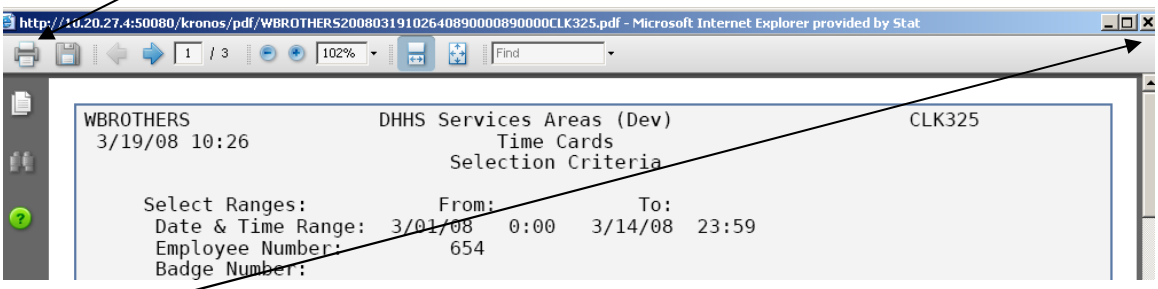
   Result: The *Report Run Status* screen will display with the time card in Submitted status.

5. Select the **Refresh** button until the status reads Completed.



6. Double-click on the report to open the pdf file.

7. Select the **Print** icon to print the Time Card report.



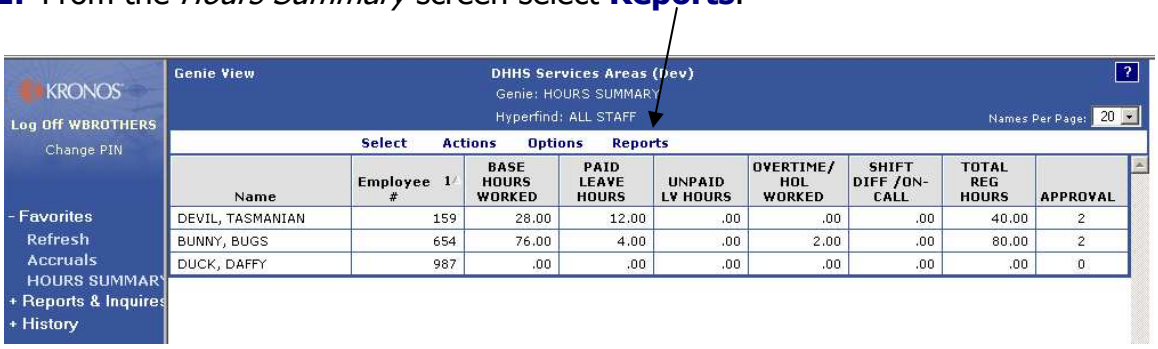
8. Select **X** (Close) from the control box to return to the Report Run Status screen.

9. Select **Cancel** to return to the *Hours Summary* screen.

Reports Queue

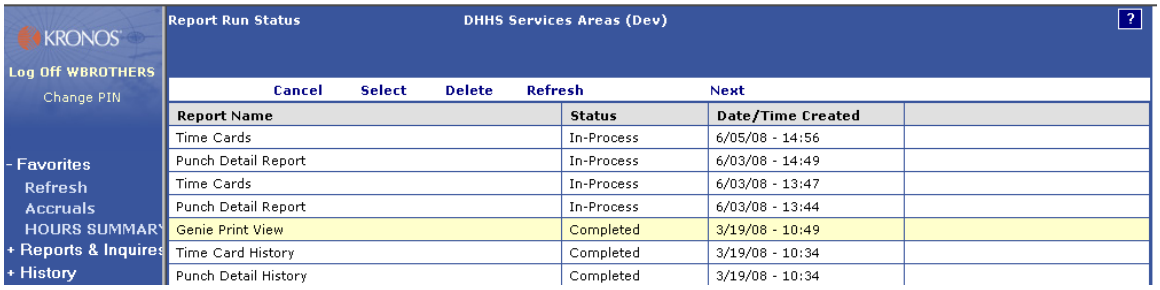
Reports that have been submitted are stored in a Print Queue. They will retain in your Queue for viewing, and printing as long as the report hasn't been deleted. Reports may occasionally be purged if size restrictions require it. It is recommended that you save reports to your computer if you want to keep them for any length of time.

1. From the *Hours Summary* screen select **Reports**.



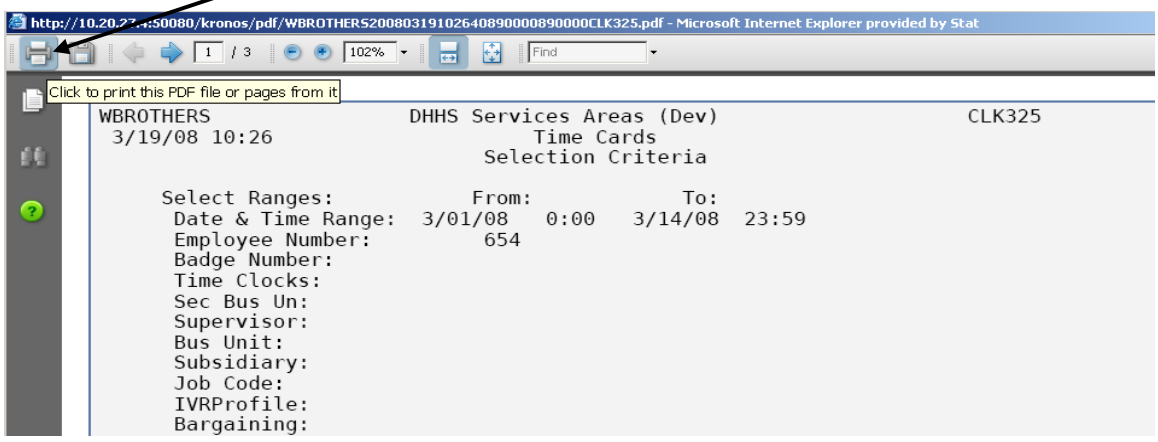
Result: The *Report Run Status* screen will display.

2. Double-click on the completed report you wish to view or print



Result: The report will display as a pdf file.

3. If you want to print the report, select the **Print** icon.

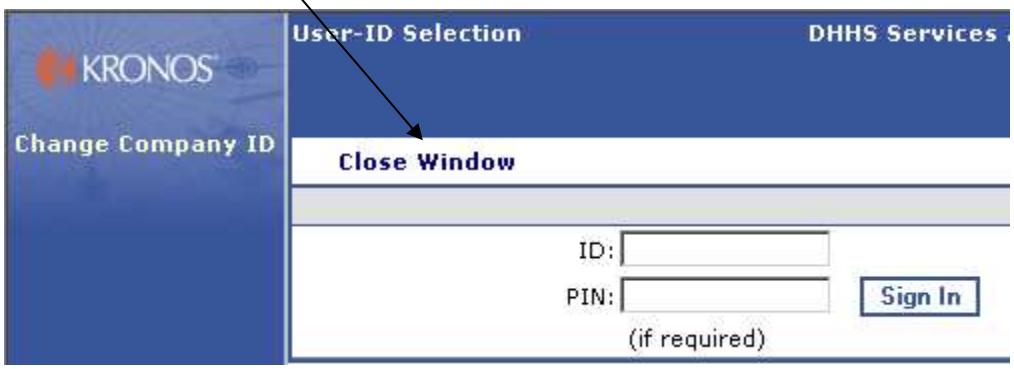


Exiting KRONOS

1. Exit KRONOS by clicking **Log Off.**

Result: The *User-ID Selection* screen will display

2. Select Close Window



Result: A *Confirmation* screen will display confirming you wish to close the program.

3. Select **Yes**.

Field Definitions

Account
(Optional) An account number or code for use with payroll interfaces

Approval
Shows level of approval. 0, unapproved; 1-9, approved at the respective level.

Cancel Meal
Lets you cancel an automatic meal deduction. **1,2,3, or 4** - Cancel the corresponding automatic meal or break deduction. **Y** - Cancel all automatic meal or break deductions. **N** - Force an automatic meal or break deduction, if the automatic meal deduction was previously canceled.

Clock In Date (Actual)
Shows the date on which the in-punch occurred.

Clock In Time (Actual)
Specifies the actual clock-in time. This field is optional if the *Total Hours* and *Pay Code* fields contain a value.

Clock Out Date (Actual)
Shows the date on which the out-punch occurred. If *Allow Access to Clock Out Date* on the Company File is unchecked, this field is protected and no entry is allowed. In that case, the system automatically calculates the date based on the in-date, in-time, and outtime. If checked, you are required to make an entry in this field.

Clock Out Time (Actual)
Shows the actual clock-out time. This field is optional if the *Total Hours* and *Pay Code* fields contain a value.

Comment
An optional 40-character field that will be maintained with the time record entered. Stock comments are available using the search option to select from your base comment file.

Daily Rule
Shows the Daily Rule to use in calculating this time record. The Daily Rule determines what overtime, rounding, meal/break, premium, and holiday rules apply for this time record. If left blank, the system uses the

Daily Rule assigned in *Employee File Maintenance*.

Days to Distribute
If no punches are applied to this time record, you can use it to create more than one time record. Enter the number of days to create in this field. If you want to skip a certain day of the week, use the Days to Skip field to specify the day(s).

Days to Skip
When using the Days to Distribute field to create multiple time records, use this option to skip a day of the week. Enter a 1 to designate Sunday, up to 7 to designate Saturday.

Default Pay Code
(Optional) Enter a pay code that will either be applied to the employee's worked shift OR, if the pay code is designated to automatically generate a time record when assigned to a schedule, a time record will be created when the employee is assigned to the position.

Exception codes
Exception codes display beside both *In* and *Out* punches based on the information set up in the Pay Period Rules profile assigned to the employee you are viewing. If you don't want a particular exception to appear on the *Time Editor* or *Punch Detail Report*, you can edit the Pay Period Rules file to disable the exception. The following exception codes may appear on punches in the Time Editor.
? - missing in or out punch
E - early punch
L - late punch, long meal
U - unscheduled
G - generic schedule used
S - short meal
I - long interval
A - automatically punched out
O - out of pay period
1-7 - not at Home labor level (1-7)

FTE
Full time employee

Labor Levels 1 through 7
Shows the labor levels associated with this time record. Default is the value assigned in Employee File Maintenance. Labels for these fields are assigned in Company Maintenance and are different for each situation.

Meal
Shows whether or not the time on this event was for a meal (or break). Y = yes, N = no.

Meal/Break
Shows that the system is to apply either meal or break rules when calculating this time record. You can override the automatic meal and break rules by editing the time record. Shows codes for information about punches.
Codes include:
A - auto meal deduction taken
B - break punch
C - comment exists
F - forced OT
M - meal punch
S - forced shift
$ - monetary adjustment
1,2,3, or 4 - canceled corresponding automatic meal or break deduction
Y - canceled all automatic meal or break deductions
N - forced an automatic meal or break deduction

Pay Code
Shows the pay code associated with the hours on this time record. When you enter the clock-in date/time and clock-out time, but leave the *Pay Code* field blank, the system will automatically calculate the total hours and pay codes that the employee is to receive based on the Daily and Pay Period rules. If a pay code is entered in the *Pay Code* field, the system will assign all of the hours entered to that pay code, ignoring the Daily and Pay Period rules.

Punch (Total) Hours
Shows the elapsed time between the in- and out-punch on the time record. When adding a new time record, if an entry is made in the *Pay Code*, *Clock In*, and *Clock Out* fields and the *Total Hours* field is left blank, the system will calculate the total hours for the day. If an entry is made in the *Pay Code*, *Clock In*, *Clock Out*, and *Total Hours* fields, the system will not calculate the total hours for the day, but will create a time record using the number of hours entered in the *Total Hours* field.

Scheduled Hours
The number of hours scheduled, for the time period selected for the Planner display. **Note:** The time period selected may or may not match the current pay period, depending on the Start Date you've selected. Totals may differ from those displayed elsewhere in the system.

Shift
Shows the shift associated with this time record. Default is the employee's home shift number, assigned in Employee File Maintenance.

Total Hours
Shows the elapsed time between the in- and out-punch on the time record. When adding a new time record, if an entry is made in the *Pay Code*, *Clock In*, and *Clock Out* fields and the *Total Hours* field is left blank, the system will calculate the total hours for the day. If an entry is made in the *Pay Code*, *Clock In*, *Clock Out*, and *Total Hours* fields, the system will not calculate the total hours for the day, but will create a time record using the number of hours entered in the *Total Hours* field.